




INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

FORMAL COMMUNICATION

TO: Indiana's Workforce Investment System

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DATE: September 2, 2008

**Technical Assistance Bulletin
TAB 2008-08
MindLeaders E-Learning Licenses**

Purpose

To provide the workforce investment system information and guidance on the distribution of MindLeaders e-learning licenses

Content

Indiana's workforce investment system is designed to provide skill development and improvement for all Hoosiers across the state. Following program integration, WorkOne Centers have shifted their focus toward skill development in order to meet the needs of a new economy that demands "qualified" workers with specific skill sets to match to specific jobs.

In our customer driven model, our promise is to give every customer an opportunity to develop their skills. In an effort to meet this commitment, the State has procured several products to support the additional training needs of Hoosiers. MindLeaders is the first of these products to be introduced to the Indiana workforce investment system.

MindLeaders is an individual performance improvement, self-paced e-learning tool that covers topics ranging from basic computer use to business skills.

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An Economic Development Partner

The MindLeaders e-learning courses are accessed through the issuance of a “business skills license.” Each business skills license provides access to over 700 courses in professional development, personal development and desktop applications. This includes video courses, pre- and post-skill assessment, an index for quick reference and technical support. Licenses are issued to individual customers through the WorkOne Centers. MindLeaders course training can also be used in a traditional classroom setting if all participants have been issued a license.

Regions will initially be allocated 5000 licenses to serve workers. IDs and passwords have been established for each Regional Operator and the Marion County Workforce Investment Board and a URL has been created for each region. Regional Operators and the Marion County Workforce Investment Board have identified a site administrator for their region. The Regional Site Administrators will provide technical support to their regions regarding the MindLeaders program.

MindLeaders’ licenses shall be issued after initial skill assessments have been conducted to identify worker training needs. Once issued, a license is considered used after a worker logs on and begins course work. A license may be reassigned if a worker moves out of state or if a worker does not begin course work.

MindLeaders provides a tracking system based on individual workers, locations and regions. This tracking system will assist the state in managing usage and license supply. Future license determination and distribution will be based on license usage. These reports will be published and reviewed to monitor usage and completion rates within regions and shall become the basis for regional license allocations.

Questions regarding this Technical Assistance Bulletin may be directed to:

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Please note that previously issued Technical Assistance Bulletins can be reviewed on the Indiana Department of Workforce Development website at <http://www.in.gov/dwd/3447.htm>